

ASI/USU Sale, Disposal, and Donation of Equipment Policy

PURPOSE

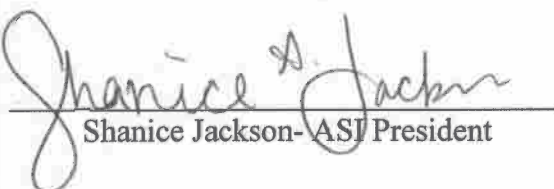
The purpose of this policy is to provide standards and guidelines for the sale, disposal, and donation of ASI and/or USU equipment.

POLICY

Any item that is not being used, is not in working condition, or can be replaced by the organization can be approved for sale, donation, or disposal by the discretion of the ASI/USU Executive director upon request. ASI/USU full time staff members and Executives can submit requests by way of the ASI/USU Sale, Disposal or Donation of Equipment Request Form.

This policy was voted on and approved by the
ASI Board of Directors on November 6, 2012
USU Board of Directors on November 1, 2012

The following signatures by the ASI President and USU Chair verify the approval of the ASI and USU Board of Directors:


Shanice Jackson- ASI President

2.12.13
Date


Emily Benefield- USU Chair

2.11.13
Date

** This policy may be amended by a two-thirds vote of the ASI and USU Board of Directors.*

ASI/USU Sale, Disposal, and Donation Policy
Approved
ASI: 11/06/12
USU: 11/01/12

PROCEDURE

1.0 Sale of Equipment

Once an item is approved to be sold, the requestor must complete the following steps:

1. The item must be checked for an ASI or USU property tag. If such tag exists, it must be removed and reported to the ASI Administrative Assistant or the USU Office Administrator as sold.
2. The item must be checked for a state property tag. If such tag exists, a Property Survey Transfer form must be completed and faxed over to the campus Property Control Office.
3. A sale price must be set based upon the fair market value of the item and approved by the Executive Director.
4. All items sold must be recorded as sold by completing the ASI/USU Sale/Donation of Equipment Log which includes the following information:
 - a. Description of item sold including any and all property numbers
 - b. Date of purchase
 - c. Name and phone number of the purchaser
 - d. Signature of the purchaser upon receipt of the item purchased
 - e. Signature of the ASI/USU employee handling the sale and distributing the items being sold.
5. All proceeds from the sale of the item are to be deposited with the Cashier's Office.

Disposal of Equipment

Once an item is approved to be disposed of, the requestor must complete the following steps:

1. The item must be checked for an ASI or USU property tag. If such tag exists it must be removed and reported to the ASI Administrative Assistant or the USU Office Administrator as disposed.
2. The item must be checked for a state property tag. If such tag exists, a Property Survey Transfer form must be completed and faxed over to the campus Property Control Office. The Property Control Office will pick up and properly dispose of the items.

Donation of Equipment

Once an item is approved to be donated, the requestor must complete the following steps:

1. The item must be checked for an ASI or USU property tag. If such tag exists it must be removed and reported to the ASI Administrative Assistant or the USU Office Administrator as donated.

2. The item must be checked for a state property tag. If such tag exists, a Property Survey Transfer form must be completed and faxed over to the campus Property Control Office.
3. All items donated must be recorded as donated by completing the ASI/USU Sale/Donation of Equipment Log which includes the following information:
 - a. Description of item donated including any and all property numbers
 - b. Date of donation
 - c. Name and phone number of the person receiving the donation
 - d. Signature of the person receiving the donation
 - e. Signature of the ASI/USU employee handling the donation the items